



# State Procurement Manual

Department of Administration, State Bureau of Procurement

**Number**  
PRO-207

Section	Effective	Replaces
PLANNING AND PROCUREMENT STRATEGY	DATE	PRO-C-22 (6-19-03)
Title	Page	
REQUEST FOR INFORMATION AND OTHER PRE-SOURCING METHODS	1 of 1	

**SCOPE:** The purpose of this policy is to establish the request for information process, and other comparable pre-sourcing methods, used by state agencies to obtain preliminary information for a potential procurement.

**POLICY:** Agencies may use various methods to obtain information from potential suppliers to aid in the development of a solicitation. A request for information (RFI) or comparable methods are used to obtain information only and cannot be used as a substitute for the competitive process.

RFIs and other similar tools should be clearly marked as such and state that it cannot be used to establish a contractual commitment.

Forms and templates used to manage the request for bids/proposals process will not be used for the solicitation of information or cost estimates. These estimates may not be used later as responsive bids.

Documents related to RFIs and other pre-sourcing methods will be retained and made available to the public in accordance with PRO-105, Procurement Record Retention and Access.

**PROCEDURE:** I. Request for Information

An RFI may include general questions or specific questions related to the need of the agency. Cost or price estimates may be obtained. An RFI template is available for state agency use.

II. Draft Solicitation for Supplier Comment

A draft of an upcoming solicitation may be posted with a request to potential bidders or proposers to review and provide written feedback. A template cover letter for draft solicitations is available for state agency use.



Legal Authority

Wis. Stats. s. 16.71

Agencies Affected: All, unless otherwise noted

Authorized:

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State Bureau of Procurement